DOCUMENT RESUME

ED 212 586 SP 019 558

AUTHOR Shumaker, Kitty, Ed.; And Others
TITLE Parent Handbook: A Manual Describing Parent Involvement. Waukegan Behavior Analysis Follow Through Program.
INSTITUTION Waukegan Community Unit School District 60, Ill.
SPONS AGENCY Office of Education (DHEW), Washington, D.C.
PUB DATE [77]
NOTE 41p.; For related documents, see SP 019 555 and SP 019 557.

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS *Advisory Committees; Behavioral Objectives; Behavioral Science Research; *Community Services; Low Income; *Parent Participation; Parent School Relationship; Parent Teacher Cooperation; Primary Education; *Teacher Aides; Training Methods; *Volunteers
IDENTIFIERS *Behavior Analysis Follow Through; *Illinois (Waukegan)

ABSTRACT

This manual is designed to inform parents about their role in the Behavior Analysis Follow Through Program. This program was designed to meet the educational needs of low-income students in the kindergarten through third grades and was validated as an effective and exemplary educational program by the U. S. Office of Education. The program emphasizes the basic skills of reading, mathematics, spelling, and handwriting. In this manual, the functions and benefits of participation in the Parent Advisory Council are explained. Employment of parents as paraprofessionals in the Follow Through classrooms is described along with procedures for seeking employment. Descriptions are given of other positions open to parents. To acquaint and assist parents new to the school area, a section of this manual lists the names, addresses, and important information about available community services. The listing includes health services, social services, recreation, educational opportunities, employment, preschool programs, housing, and legal aid. Appendices contain methods for conducting and making motions at a business meeting, ideas for getting parents involved with the school, and job descriptions for parent assistants. (CJ)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED212586

WAUKEGAN BEHAVIOR ANALYSIS FOLLOW THROUGH PROGRAM

PARENT HANDBOOK

A MANUAL DESCRIBING PARENT INVOLVEMENT

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Harry S. Bowen

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☐ This document has been reproduced as received from the person or organization originating it.
☑ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

Waukegan Community School District No. 60
1201 North Sheridan Road
Waukegan, Illinois 60085
May, 1979

SP 019 558

P.A.C. ENDORSEMENT

I feel that the classroom positions available to parents as paraprofessionals provide an opportunity for them to expand their skills and horizons. Parents who participate as parent assistants and teacher aides develop a positive attitude about the education of their children. Other parents can participate in activities outside of the classroom. All parents are encouraged to extend the benefits of the program into their homes.

Therefore, I fully endorse the Waukegan Behavior Analysis Follow Through Program and encourage full parent participation and involvement in its activities.

Veronica McCampbell

Veronica McCampbell,
P.A.C. Chairperson
Follow Through Program
Waukegan, Illinois

DON T. TORRESON
Superintendent
Community Unit School District No. 60
Waukegan, Illinois

George W. Latham	Assistant Superintendent for Admin. Services
Harry S. Bowen	Associate for Supportive Services
James Capra	Assoc. of Curricular & Instructional Services
Roman P. Miller	Associate for Business Affairs

BOARD OF EDUCATION

John B. Della Valle, President

Pamela Bernardi

Lucius Copeland

Warren Hadad

Stanley Leckie

James Maurice

John F. Rickerd

FOLLOW THROUGH PROGRAM

Harry S. Bowen	Director
Isabelle L. Buckner	Assistant Director
Merle Holzman	Coordinator

RESOURCE CENTER

Gwendolyn Beckwith	Resource Center Staff Trainer
Kitty Shumaker	Resource Center Specialist

PREFACE

The Waukegan Behavior Analysis Follow Through Program was implemented at Carman Elementary School in the fall of 1969. Behavior Analysis Follow Through was designed by Don Bushell and his colleagues at The University of Kansas to meet the educational needs of low-income students in kindergarten through third grade. The model emphasizes the basic skills of reading, math, spelling, and handwriting. In 1977, Waukegan's program was validated by the standards and guidelines of the United States Office of Education and National Institute of Education as being an effective and exemplary education program for children from low-income families and approved for national dissemination by the Joint Dissemination Review Panel. Funding for the development as well as the dissemination was through U.S.O.E. Follow Through grants.

Brochures describing the Waukegan Behavior Analysis Follow Through Program are available to interested parties free of charge. Upon request, an Awareness Day will be arranged. Visitors will be provided with an introduction and orientation to the program, an opportunity to observe team teaching in the classroom, presentations on parent participation and comprehensive services, and the opportunity to ask questions.

Districts interested in adopting the program may obtain relevant information from the Project Director.

ACKNOWLEDGEMENTS

This manual is a result of a joint effort of the following individuals:

Sandy Arneson

Gwen Beckwith

Josie Green

Joy Green

Merle Holzman

Pat Jablonski

Thelma Johnson

Norma Matthews

Kitty Shumaker

Mary Simmons

Mary Smith

Thelma Williams

A special thanks goes to Kitty Shumaker for editing and typing this manual.

Appreciation is extended to Merle Holzman, Norma Matthews, and Gwen Beckwith for their assistance and suggestions, to the University of Kansas staff, especially Randy Williams for publishing this manual, to Janet Fluck for typing the final draft, and to Kitti Limpiyasrisakul for producing the cover design.

TABLE OF CONTENTS

	Page
Preface	iv
Acknowledgements	v
Introduction	1
Brief History of Follow Through	2
Parent Involvement in P.A.C.	4
What is P.A.C.?	4
Functions of a P.A.C. Participant	4
Suggested P.A.C. Committees	5
Events of P.A.C.	6
P.A.C. Volunteer Work	6
Benefits of P.A.C. Participation	7
By-laws of the Parent Advisory Council	8
Parent Involvement in the Follow Through Classroom	10
Parents as Paraprofessionals	10
Eight-week Parent Assistants	10
Full-year Parent Assistants	11
Teacher Aides	11
Procedures for Employment	11
Application	12
Interview	12
Orientation	12
Training	12
Classroom Assignment	12
Classroom Structure for Follow Through Parents	13
Organizational Chart for on-site Parents in the Follow Through Classroom	14
Classroom Volunteers	14
Benefits	15
Other Positions Open to Parents	15

TABLE OF CONTENTS (Cont.)

Page

Social Services Provided by the Follow Through Program . . . 17

Community Services 18

Health and Social Welfare 18
Nutrition 18
Medical and Dental 18
Hearing and Vision 19
Physical Examination 19
Immunizations 19
Tuberculosis Screening 20
Legal Aid 20
Scouting 20
Educational Opportunities 21
Employment 21
Preschool Programs 22
Housing 23
Family Services 24
Recreation 25

APPENDICES

A. How to Conduct a Business Meeting 26

B. How to Make a Motion During a Meeting 27

C. Suggested Ideas for Getting Parents to Meetings . . 28

D. Suggested Ideas for Getting Parents Involved in the Follow Through Program 28

E. Job Description: Eight-week Parent Assistant . . . 29

F. Job Description: Full-year Parent Assistant 30

G. Job Description: Teacher Aide 31

H. Memo: Training Stipend 33

INTRODUCTION

This manual is designed to inform parents about their role in the Follow Through Program. The functions and benefits of participation in the Parent Advisory Council (P.A.C.) are explained. Employment as paraprofessionals in the Follow Through classrooms is described, along with procedures for seeking employment. Descriptions are given of other positions open to parents.

In order to acquaint and assist parents new to our area, a section of this manual list the names, addresses, and important information about community services available. The listing includes health services, social services, recreation, educational opportunities, employment, preschool programs, housing and legal aid.

Through active involvement in P.A.C. and/or the Follow Through classrooms, parents have realized a positive attitude and a sense of pride in their children's education. We hope that this manual will serve to bring about a unity between parents, school and community.

BRIEF HISTORY OF FOLLOW THROUGH

Follow Through dates back to the mid-1960's and President Lyndon Johnson's War on Poverty. The program was designed to extend the benefits of Headstart to children from kindergarten through third grade. There are Follow Through programs in over 160 communities across the United States.

In the summer of 1969, a group of parents and administrators from the Waukegan community went to Washington, D. C., where they chose from among 20 educational models, the model which seemed best suited to their needs. That was the Behavior Analysis model, developed at The University of Kansas by Don Bushell and his associates.

The Waukegan Behavior Analysis Follow Through Program began in September 1969, at Carman School with approximately 165 kindergarten students. It has expanded to include kindergarten through third grade with a present enrollment of 480 students in 16 classrooms. Our fourth grade transition classrooms are designed to prepare students for the regular fifth grade classroom.

We have a district advisor from The University of Kansas who visits us approximately every six weeks to observe in the classrooms, give feedback to staff members, and assist in any area of the program when necessary.

In August, 1977, our program became one of only 21 Follow Through centers in the nation validated by the standards and guidelines of the U.S. Office of Education and National Institute of Education as being

an outstanding educational program. We were approved for dissemination by the Joint Dissemination Review Panel (J.D.R.P.) Because of this recognition, we are able to advertise our successful program to other school districts, organizations, and interested persons. We are also prepared to train teachers and supervisory personnel from other schools in order that they can implement a program like Follow Through.

PARENT INVOLVEMENT IN P.A.C.

WHAT IS P.A.C.?

The Parent Advisory Council (P.A.C.) is composed of parents and/or guardians of students in the Follow Through program. The teaching staff, administrators, and community representatives are also P.A.C. participants. Our local P.A.C. is affiliated with the Illinois Follow Through Parent Advisory Council and with the national organization.

P.A.C. provides an opportunity for parents to take part and work together as a group in every project. Parents have a right and responsibility to participate in policy-making decisions concerning their children's education. This results in a closer relationship between the parents, the school, and the children. Parents also share in fund-raising activities, and in sponsoring the annual potluck dinner for the Carman School community.

P.A.C. meetings are held on the fourth Wednesday of each month during the school year at 7:00 p.m. Notices of meetings are sent home with the students on the Friday before the meeting. Reminders are sent home either Monday or Tuesday before the Wednesday meeting.

FUNCTIONS OF A P.A.C. PARTICIPANT

As a P.A.C. participant, you are involved in planning, developing, deciding, approving, and communicating. But mainly, you are helping yourself and other parents help all the children in the Follow Through program.

You may choose just to be a participant at the monthly P.A.C. meetings, or

- .be elected as a P.A.C. officer by the other representatives
- .be appointed to or choose a P.A.C. committee to work with throughout the school year
- .attend conferences and meetings within and outside of the school district
- .etc.; the possibilities are great. It depends upon your ingenuity, effort and willingness.

SUGGESTED P.A.C. COMMITTEES

The Personnel Committee - Interviews the candidates for all Follow Through paraprofessional positions.

The Grievance Committee - Reviews complaints made by the paraprofessional staff. These complaints usually pertain to hiring and/or rehiring, evaluation, and/or promotion.

The Social Sessions Committee - Plans activities to bring Follow Through parents together for socializing.

The Career Development Committee - Works with District #60 adult education director, Outreach director (College of Lake County), Kansas University Follow Through staff, and nearby educational institutions, to schedule course and group sessions which will afford Follow Through parents the opportunity to develop their talents and acquire more marketable skills.

The Leadership Committee - Participates in activities to help Follow Through parents improve their leadership skills and develop communication skills. This group works on community involvement.

The Membership Committee - Contacts Follow Through parents before P.A.C. meetings, encourages parents to participate on committees, and actively supports Follow Through.

The Ways and Means Committee - Presents ways of raising money for Follow Through. After a fund-raising project is decided upon, this committee heads the activity.

The Program Committee - Plans activities for P.A.C. meetings. This group works closely with the Social, Hospitality, and Potluck Dinner committees.

The Potluck Dinner (Annual Meeting) Committee - Schedules, plans, and executes the annual Follow Through Potluck Dinner.

The Nominating Committee - Presents a slate of officers and each year officiates at the balloting and installation of P.A.C. officers.

The Nutrition Committee - Evaluates the Follow Through nutrition program. This committee establishes an ongoing relationship with the District #60 food supervisor, the state school supervisior, the Lake County Extension Service, and the Follow Through nurse, to provide programs on nutrition for the Carman School community.

The Hospitality Committee - Takes care of refreshments and name tags at P.A.C. meetings. They help to make everyone feel welcome.

EVENTS OF P.A.C.

Each year, P.A.C. sponsors one of the biggest events of the school year - the annual potluck dinner. This is a time when parents, staff, and students get together and enjoy a delicious dinner with all the trimmings.

P.A.C. has sponsored the following fund-raising activities:

.chicken dinner sale
.popcorn sale
.bake sale
.car wash
.rummage sale
.talent show
.spice sale

P.A.C. VOLUNTEER WORK

Follow Through parents volunteer to assist with:

. popping popcorn
. educational field trips
. preparation of food for bake sales and dinners
. clerical duties in the office
. preparation of the talent show
. contributing articles for the newsletter
. preparation of classroom parties

BENEFITS OF P.A.C. PARTICIPATION

Parents actively involved in P.A.C. receive a variety of benefits. Parents have said, "Because of my involvement in P.A.C., I can:

- attend Statewide P.A.C. meetings and keep up-to-date on Follow Through in our state.
- understand what my child is learning in the classroom when I attend a "mini-earn" session.
- learn to make a beautiful craft project when I attend a parent awareness session.
- get ideas for making and playing educational games at home.
- become fully oriented to my child's first years of learning.
- vote for P.A.C. officers every year.
- learn about the many community services available.
- become comfortable with the adminstrators and teachers in the program.
- learn to ask meaningful questions about my child's education.
- build a better relationship with my child and his teacher.
- keep up-to-date on the events in Follow Through.
- voice my opinion in making policies for the program.
- help to establish a working relationship between parents, teachers, and the community.
- get a good feeling about Follow Through.
- share an educational experience with my child, such as participating in an educational field trip.
- meet other Follow Through parents and share ideas.
- learn about good health care and nutrition from the Follow Through nurse.

BYLAWS OF THE PARENT ADVISORY COUNCIL

The bylaws are a written document adopted by P.A.C. for the effective operation of the Parent Advisory Council organization. The document establishes organization, purpose, function, membership, officers, meetings, quorums, sub-committees, rules of ord r and amendments.

Following is a copy of the bylaws of the Policy Advisory Committee for the Waukegan Follow Through Program.

BY-LAWS OF FOLLOW THROUGH POLICY ADVISORY COMMITTEE
COMMUNITY UNIT SCHOOL DISTRICT NO. 60
WAUKEGAN, ILLINOIS 60085

ARTICLE I - NAME

The name of the organization is the Waukegan Follow Through Policy Advisory Committee.

ARTICLE II - MEMBERSHIP

A. At least fifty percent of the voting members must be elected from among low-income parents of children in Follow Through classes. The remaining voting members should be drawn from agencies, community groups and individuals that have a concern for poor children. Those members on the P.A.C. who do not have voting rights are the program coordinator, parent coordinator, parent trainer, and building principal. (Refer to the Follow Through Manual dated 2/24/69, page 6.)

B. All members are selected by nominating committee made up of six Follow Through parents. The selection of non-parent representatives should be approved by the parent members prior to their appointment.

C. The parent coordinator (or parent trainer) should work closely with the P.A.C. and provide necessary staff support.

D. Sub-committees should be formed with membership open to Follow Through parents and other interested or concerned persons.

ARTICLE III - OBJECTIVES

A. Parent participation in the process of making decisions about the nature and operation of the project.

B. Give low-income people a larger voice in handling their own affairs and determining the priority of their needs, and establishing the ways in which those needs shall be met.

ARTICLE IV - OFFICERS

A. At the Annual Pot Luck Dinner, the election of officers shall be held. The Officers and their duties are:

1. Chairman - This person must be selected from low-income Follow Through parents. She or he will preside over all meetings. The P.A.C. Chairman has the power to set the date and time of meetings and to call the P.A.C. into executive session.

2. Vice-Chairman - Must be selected from Follow Through parents. He or she will preside in absence of Chairman.

3. Secretary - Is responsible for recording the minutes of P.A.C. and committee meetings and having them available at all P.A.C. meetings. The secretary will take roll call at the beginning of all P.A.C. meetings.

4. Corresponding Secretary - Is responsible for handling all P.A.C. correspondence. She should notify all P.A.C. members of meetings and serve at meetings in the absence of the secretary.

5. Treasurer - Is responsible for any moneys handled by the P.A.C. He or she should have a financial report for the monthly P.A.C. meetings and pay all P.A.C. bills (upon P.A.C. approval.)

All officers are to be parents of Follow Through children. They can serve more than one year.

ARTICLE V - MEETINGS

A. P.A.C. meetings will be held on the 2nd or 4th Wednesday of each month. The Chairman has the power to call meetings at other times if she feels it is necessary.

ARTICLE VI- VACANCIES

A. The P.A.C. may at any meeting elect members to fill vacancies. A vacancy may be filled after a person misses four consecutive meetings.

PARENT INVOLVEMENT IN THE FOLLOW THROUGH CLASSROOM

PARENTS AS PARAPROFESSIONALS

Parents of Follow Through students can be employed as Follow Through paraprofessionals if they are recommended by the Parent Advisory Council, Follow Through Cabinet, and/or the Illinois Office of Education (pertains to teacher aide certification.) Following are descriptions of the paraprofessional positions available in our Follow Through program.

1. Eight-week parent assistants

   Eight-week parent assistants are usually parents of Follow Through students.* They teach handwriting and spelling, or supplementary reading under the direction of the lead teacher. Parents are originally hired for an eight-week period. Those parents who meet the criteria of the program can be asked to remain for an additional eight-week period. However, depending upon the number of classroom openings available, some parents are not re-employed in order that other parents will have an opportunity to work in and have direct contact with the program. (See job description in appendix.)

*Follow Through is continually recruiting parents to work in our classrooms. On November 16, 1977, P.A.C. approved the employment of teacher helpers only because we were unable to fill positions with parents of Follow Through students.

2. Full-year parent assistants

Full-year parent assistants are usually parents of Follow Through children or parents who have previously participated in the program. They teach handwriting and spelling, or supplementary reading under the direction of the lead teacher. Parents are promoted to full-year positions based on their work habits, attendance, attitude, enthusiasm, and ability to fulfill the requirements of the Behavior Analysis model. Recommendations are made by the Follow Through coordinator, teacher aide trainer, and parent trainer. (See job description in appendix.)

3. Teacher aides

Teacher aides must have a minimum of thirty semester hours of college credit from an accredited institution of higher learning as defined by the Illinois Office of Education, and they must be certified by the State of Illinois. First preference is given to parents of children in the Follow Through program if they meet the above qualifications. Teacher aides are responsible for teaching math under the direction of the lead teacher according to the Behavior Analysis model and for fulfilling other responsibilities assigned by the lead teacher.

PROCEDURES FOR EMPLOYMENT

Parents who are interested in working in the Follow Through program are asked to follow the procedures listed below:

1. Application: Notices are sent home to parents every six weeks inviting them to work in Follow Through. Parents who come to school to fill out applications are given a date and time for interviews.
2. Interview: Parents are asked to complete a brief written exercise and observe in a classroom for approximately ten minutes before they are interviewed by the personnel committee. The personnel committee interviews the applicant, votes, and makes recommendations to the P.A.C. executive committee. The P.A.C. executive committee makes the final decision. The parent is then notified by the parent trainer (or teacher aide trainer) and is given a date for orientation day.
3. Orientation: Parents volunteer to spend a day observing in the classroom, going over the curriculum materials used, and completing the necessary orientation procedures. At the end of the day, applicants have a conference with the parent trainer (or teacher aide trainer) to discuss the orientation day, to ask questions, and to make a decision about employment in the program. If the positions are accepted, applicants receive a training packet of materials to read and become familiar with before training begins. The parent trainer (or teacher aide trainer) explains the content of the packet to the trainee.
4. Training: All parents are placed in training classrooms and trained in the academic area in which they will be assigned.

5. Classroom Assignment: Upon completion of all training requirements, parents are assigned to classroom openings by the Follow Through coordinator, teacher aide trainer, and parent trainer.

FOLLOW THROUGH CLASSROOM STAFFING PATTERN
(Including complete classroom staff)

There are two parent assistants in each kindergarten and first grade classroom, and one parent assistant in each second grade classroom. The following list shows how parent assistants fit into the teaching team for each grade level:

KINDERGARTEN

- lead teacher
- teacher aide
- parent assistant: handwriting/spelling
- parent assistant: supplementary reading

FIRST GRADE

- lead teacher
- teacher aide
- parent assistant: handwriting/spelling
- parent assistant: supplementary reading

SECOND GRADE

- lead teacher
- teacher aide
- parent assistant

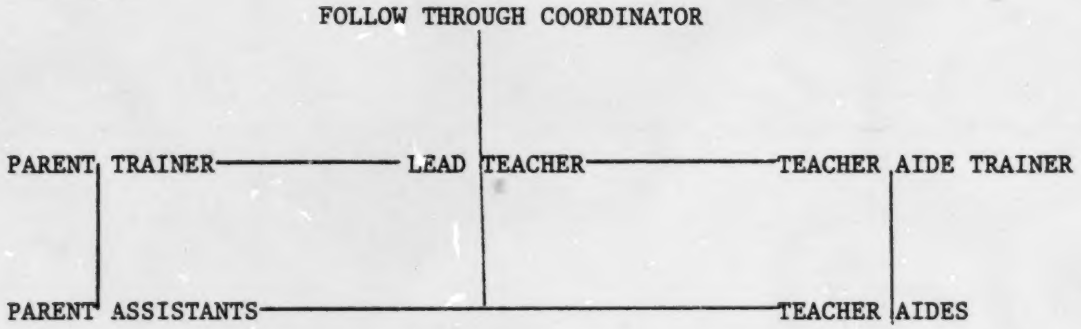
THIRD GRADE

- lead teacher
- teacher aide

Parents employed in the Follow Through program can be promoted to the position of teacher aide provided they meet the State of Illinois requirements - 30 semester hours of college credit from an accredited institution of higher learning. Qualified parents who are recommended by the Follow Through Cabinet and Parent Advisory Council (P.A.C.) are

given the first opportunity to fill the teacher aide position when an opening arises.

ORGANIZATIONAL CHART OF ON-SITE PARENTS IN THE FOLLOW THROUGH CLASSROOM



NOTE: The parent assistants and teacher aides are supervised by their classroom lead teacher.

The parent assistants are directly responsible to the parent trainer.

The teacher aides are directly responsible to the teacher aide trainer.

CLASSROOM VOLUNTEERS

Parents can volunteer to assist the classroom teachers in activities such as the following:

- tell stories to children
- read stories to children
- field trip accompaniment
- arts and crafts projects
- organize a play
- play piano
- classroom parties
- other classroom projects

BENEFITS

- Parent's involvement in the program promotes a positive attitude in a learning situation, a feeling of pride, and a source of identity for children.
- Parents learn how to teach and become valued instructors in the classroom.
- Parents make it possible for children to enjoy the advantages of individualized instruction and small group teaching.
- Parents who work in the classroom extend the benfits of the program into their homes.
- Parents are employed on a rotation basis which enables a large number of parents to have direct contact with the program.
- Parent's involvement brings unity between school and community, and new opportunities for them.
- Parent's involvement can create an interest in their career development.

OTHER POSITIONS OPEN TO PARENTS

PARENT TRAINER

The parent trainer works closely with the Follow Through coordinator in recruiting parent assistants and assigning them to classrooms. This person, together with the Resource Center staff trainer, establishes training sessions for the new parent after making recommendations to the P.A.C. for their employment. By visiting all classrooms on a regular schedule, the parent trainer observes parent assistant's performance in a classroom situation and provides ongoing inservice training. Regularly scheduled inservice meetings are conducted by the parent trainer. The parent trainer works closely with the P.A.C. Chairperson.

TEACHER AIDE TRAINER

The teacher aide trainer works closely with the Follow Through coordinator in recruiting teacher aides and assigning them to classrooms. This person, together with the Resource Center staff trainer, establishes training sessions for the new teacher aide after making recommendations to the coordinator for their employment. By visiting all classrooms on a regular schedule, the teacher aide trainer observes teacher aide's performance in a classroom situation and provides ongoing inservice training. Regularly scheduled inservice meetings are conducted by the teacher aide trainer.

EVALUATION AIDE/VIDEO OPERATOR

This person is responsible for collecting, organizing, and preparing the program data for transmission to the model sponsor. The aide also tapes Follow Through classrooms and trainees at scheduled times, and sets up equipment for tape review by training classroom staff, Follow Through coordinator, Resource Center staff trainer, teacher aide trainer, and/or parent trainer.

SOCIAL SERVICES PROVIDED BY THE FOLLOW THROUGH PROGRAM

Because there is a need for parents to develop their own growth and their parenting skills, our school psychologist provides services to families during the school day and also during other hours that are more convenient to working parents. He helps them deal with a problem - each according to their special needs; he refers families to community agencies such as family counseling, legal services, etc.; he discusses child growth and development with parents on an individual basis and during parent meetings at school.

The parent trainer and teacher aide trainer organize and provide opportunities for parents to attend presentations (film, filmstrips, lectures, etc.) on growth and development rates, principles of discipline, methods of coping with stress, and similar topics. Parents in the past have received information about such topics as: 1) basic educational development; 2) teaching at home; 3) child behavior; 4) human relations; 5) child psychology; 6) child development; 7) general parenting skills; 8) do's and don'ts of children in the early years.

COMMUNITY SERVICES

A wide variety of community services is available to residents of Waukegan. Following is a list of services you may find helpful:

HEALTH AND SOCIAL WELFARE

NUTRITION

FUN, FOOD, AND FRIENDSHIP CENTERS
4 South Genesee Street
Waukegan, Illinois 60085
244-2764

Hours: Monday-Friday: 9-5

Cost/participant: Sliding scale for meals; other fees minimal, depending on program.

MEDICAL AND DENTAL

BARWELL SETTLEMENT, INC.
201 Liberty Street
Waukegan, Illinois 60085
244-5608

Cost/participant: Illinois Public Aid recipients eligible. Sliding fee scale for other low-income persons.

LAKE COUNTY HEALTH CLINIC
2400 Belvidere Street
Waukegan, Illinois 60085
689-6500

Hours: M-F: 8:30-11:00 a.m. M&T: 5:00-7:30 p.m.

Cost/participant: Varies according to services. Illinois Department of Public Aid (IDPA) and township slips accepted.

WAUKEGAN-NORTH CHICAGO
PARTNERSHIP FOR HEALTH CLINIC, INC.
701 Tenth Street
North Chicago, Illinois 60064
473-2744

Hours: M.T.W.F.: 9-5; Th.: 12-8

Cost/participant: Low cost medical and dental care

LAKE COUNTY HEALTH DEPARTMENT
3010 Grand Avenue
Waukegan, Illinois 60085
689-6702

Hours: M-F: 9-5 24 hour emergency service

Cost/participant: None

HEARING AND VISION

LAKE COUNTY HEALTH DEPARTMENT
3010 Grand Avenue
Waukegan, Illinois 60085
689-6713

Hours: M-F: 9-5 24-hour emergency service

Cost/participant: None

PHYSICAL EXAMINATION

BARWELL SETTLEMENT, INC.
201 Liberty Street
Waukegan, Illinois 60085
244-5608

Hours: M-F: 8:30-4:30

Cost/participant: Illinois Public Aid recipients eligible. Sliding fee scale for other low-income persons.

LAKE COUNTY HEALTH DEPARTMENT
3010 Grand Avenue
Waukegan, Illinois 60085
689-6702

Hours: M-F: 9-5 24-hour emergency service

Cost/participant: None

IMMUNIZATIONS

LAKE COUNTY HEALTH DEPARTMENT
3010 Grand Avenue
Waukegan, Illinois 60085
689-6701

Hours: M-F: 9-5 24-hour emergency service

Cost/participant: None

TUBERCULOSIS SCREENING

LAKE COUNTY TUBERCULOSIS CLINIC
2415 Dodge Avenue
Waukegan, Illinois 60085
662-8700

Hours: M-F: 8-4

Cost/participant: No charge for services or medications necessary

LEGAL AID

LEGAL SERVICES OF LAKE COUNTY, INC.
128 N. Genesee Street
Waukegan, Illinois 60085

662-6925

Hours: M-F 9-5

Cost/participant: No fees required; in some cases, clients may have to pay court costs.

SCOUTING

BOY SCOUTS OF AMERICA
Northeast Illinois Council
533 Grand Avenue
Waukegan, Illinois 60085
662-8424

Cost/participant: National membership: Boys - $2.00; Explorers and adults - $3.50.

LAKEVIEW GIRL SCOUT COUNCIL
1125 N. Milwaukee
Libertyville, Illinois 60048
367-5750

Cost/participant: National membership: $2.00; troop dues vary.

EDUCATIONAL OPPORTUNITIES

COLLEGE OF LAKE COUNTY (Two-year community college)
19351 W. Washington Street
Grayslake, Illinois 60030
223-6601

Hours: M-F: 8:30-4:30

Cost/participant: Varies depending on course/s taken. Schedule available.

OUTREACH CENTER (Affiliated with College of Lake County)
217 N. Genesee Street
Waukegan, Illinois 60085
623-8686

Cost/participant: Varies depending on course/s taken. Schedule available

CETA (COMPREHENSIVE EMPLOYMENT & TRAINING ACT)
150 S. Genesee Street
Waukegan, Illinois 60085
249-0050-0051

Hours: M-F 8:30-5:00

Employment through Public Service Program or Work Experience Program. Classroom or on-the-job training in vocational careers or remedial education. Also provides supportive services such as day care, transportation allowances, counseling, medical examinations, and job placement.

Cost/participant: None

WAUKEGAN ADULT EVENING SCHOOL
1011 Washington Street, Room 107
Waukegan, Illinois 60085
336-3100, ext. 538-638

Cost/participant: Varies depending on course/s taken. Schedule available

EMPLOYMENT

LAKE COUNTY URBAN LEAGUE
122 Madison Street
Waukegan, Illinois 60085
249-3770

Cost/participant: None

ILLINOIS JOB SERVICE OFFICE
150 S. Genesee Street
Waukegan, Illinois 60085
249-0050/0051

Hours: M-F: 8:30-5:00

Cost/participant: None

CETA
150 S. Genesee Street
Waukegan, Illinois 60085
249-0050/0051

Cost/participant: None

JOBS, INC.
1534 Washington Street
Waukegan, Illinois 60085
336-0164

Hours: M-Th: 8:00 - 5:00; F: 8:00-5:30

Provides for temporary employment positions. Cost/participant: None

MANPOWER, INC.
1711 Grand Avenue
Waukegan, Illinois 60085
623-6880

Provides for temporary employment positions. Cost/participant: None

PRESCHOOL PROGRAMS

BUSY BEE CHILDREN'S CENTER
426 N. Genesee Street
Waukegan, Illinois 60085
336-0130

Provides day care for preschool children of working parents

HAPPY DAY NURSERY SCHOOL AND
CHILDREN'S EDUCATION CENTER
540 McAlister Avenue
Waukegan, Illinois 60085
662-8343

Provides complete day care for preschool children of working parents. Also kindergarten for children ages 5-6, and school-holiday activities for 7-12 year olds.

PROJECT HEADSTART
574 McAlister Avenue
Waukegan, Illinois 60085
244-0043

Hours M-F: 9-5

Behavior Analysis model is used in the educational program creating an environment that accelerates the social and academic development of preschool children. (Model is affiliated with The University of Kansas.)

WHISPERING OAKS
Little Campus Children's Center
2443 Dugdale Avenue
Waukegan, Illinois 60085
244-4363

Day care center. Cost/participant: Sliding scale according to family income.

HOUSING

COMMUNITY ACTION PROJECT
102-6 S. Sheridan Road
Waukegan, Illinois 60085
662-1393

Hours: M-F: 9-5
Services offered:
Housing Assistance - Rental and home ownership counseling; general and emergency assistance for evictions; landlord relations.
Housing relocation - A three-year contract project with city government for providing relocation and couseling for individuals, families, and businesses located on the south side of Waukegan.

Eligibility requirement: Most programs require individuals to be from low-income families.

Cost/participant: None

LAKE COUNTY URBAN LEAGUE
122 Madison Street
Waukegan, Illinois 60085
249-3770

The Urban League studies, analyzes, and publicizes facts about conditions under which the community's poor and minority citizens work and live. It mobilizes community resources in developing sound programs in the areas of health, education, employment, housing, and welfare.

WAUKEGAN HOUSING AUTHORITY
200 S. Utica Street
Waukegan, Illinois 60085
244-8500

Services offered: Low-rent public housing-150 units of family housing 274 units of elderly housing Section 8, Existing Leased Rental Assistance Program: 30 units of family housing; 50 units of elderly housing.

FAMILY SERVICES

FAMILY PLANNING
Lake County Health Department
107 East Water Street
Waukegan, Illinois 60085
244-1620

Hours: M: 12-7 T-F: 9-4

Cost/participant: Sliding scale based on client's income; no one is refused service because of inability to pay.

FAMILY SERVICE AGENCY OF NORTH LAKE COUNTY
319 North County Street
Waukegan, Illinois 60085
662-4464

Hours: M-F: 8:30-5 Sat.: 9-12 Evenings: T.W. Th: 6-9 p.m.

Cost/participant: Sliding scale based on gross income and number in family. No family is refused because of inability to pay.

FAMILIES ANONYMOUS
American International Hospital
Shiloh Boulevard
Zion, Illinois 60099
872-4561

Cost/participant: Donation

This organization is for families(parent, spouses, children) and friends of drug abusers. Also for parents, families, etc., of children with behavioral problems (e.g. underachievers, runaways, delinquents) and those who are interested in preventing drug use behavior in their children.

RECREATION

WAUKEGAN PARK DISTRICT
412 S. Lewis Avenue
Waukegan, Illinois 60085
662-0186

Cost/participant: Ranges from no-charge programs to fee, depending on activity.

SOUTHSIDE RECREATION CENTER
724 S. Genesee
Waukegan, Illinois 60085
662-5093

Supports development of total individual through recreation camping, and educational programs.

Cost/participant: Varies - brochure available

YMCA
204 N. County Street
Waukegan, Illinois 60085
623-2350

Offers various recreational programs.

Cost/participant: Varies - brochure available

YWCA
445 N. Genesee Street
Waukegan, Illinois 60085
662-4247

Offers programs in recreation and crafts. Classes and forums on current interests. Clubs for children provide programs after school and during the summer. They also place your teenagers in non-skilled jobs during the summer.

Cost/participant: Varies - brochure available

URBAN LEAGUE OF LAKE COUNTY
122 Madison Street
Waukegan, Illinois 60085
249-3770

Offers various recreational activities from time to time. Activities are publicized.

APPENDICES

(A)

HOW TO CONDUCT A BUSINESS MEETING

Procedures

Preparation:

1. Generally, the topics for discussion and action will be what brings parents to school for meetings. Discuss what will take place during the meeting with the Follow Through administrators. Parents should be informed about the agenda: when, where, what is to be taken up. It should have these general areas: minutes, reports of any committees or announcements, if any; old business by topics, new business by topics, and if planned, social or educational non-business programs (speakers, movies, children's programs, etc.)

2. Generally, if chairs are arranged so that parents will take their seats upon entering, it will be simple to get the group's attention so that the meeting can begin. (If special activities are planned where tables will be needed, be sure to have them set up ahead of meeting time.)

The day of the meeting:

1. Call the meeting to order: Will the P.A.C. meeting please come to order?

2. Minutes: Wil the secretary please read the minutes of the last P.A.C. meeting? Are there any additions or corrections to the minutes? If not, the minutes stand approved as read. If there are corrections or additions, persons are recognized until there are no further corrections or additions. At this time, the chairperson will say, "If there are no further corrections or additions, the minutes will stand approved as amended. (corrected)."

3. Committee reports: If committees have been formed, the chairperson will ask: "Will the _____committee please report?" This continues until all reports are given. The chairperson may ask for questions after each report. If the committee has recommended or submitted a proposal, someone may make a motion for acceptance; "I move that the report (proposal, recommendation, etc.) of the _____ committee be approved as read (or written.)" A second of the motion is made and the questions is put before the group. "It has been moved and seconded that the report of the _____committee be approved as read. All those in favor say 'aye' (raise your hand); all those who oppose say

'no' (raise your hand.)" The motion is passed (majority ayes); is defeated (majority no's.)

4. Announcements: Are there any announcements? Teachers and assistants should be asked as well as the general audience.

5. Old business: Any business which was taken up by the last meeting unless tabled for a certain length of time should be taken up here in order of the longest standing since introduced. "We now arrive at the old business. First, is the matter of _____ which is under study." The chairperson, at this point, may wish to tell some of the details or background of the old business before proceeding to motions, discussions, and voting. The old business is continued until all matters have been taken up or tabled to a later time. The motion to table any matter takes precedence over any other motion. A vote must be taken on this motion with the majority to delay further action on any matter.

6. New business: New business is usually taken care of in the same manner, especially if the new business has been introduced before the meeting and placed on the agenda. The first introduced business usually takes precedence over later introduced business. After all new business has been taken up or postponed, the call for any other new business is made. "Is there any other new business? If not, the meeting is adjourned." Or, "if not, the business portion of this meeting is adjourned." (The speaker, special program, etc. follows - if anything else has been planned.)

HOW TO MAKE A MOTION DURING A MEETING

(SAMPLE) (B)

"Ms. Chairperson: I move that two parent assistants be requested to attend the State P.A.C. meeting on March 1, 19--, to represent our Follow Through program."

Note that the procedure is to:

1. Address the chairperson (Ms. Chairperson)
2. Identify the person, etc. (parent assistants)
3. State the action (attend the State P.A.C. meeting)
4. Identify the time (March 1)
5. Identify the purpose (to represent our Follow Through program*)

*Reasons for the motion are not discussed until the motion itself is seconded and opened for discussion.

(C)

SUGGESTED IDEAS FOR GETTING
PARENTS TO MEETINGS

Newsletters

Publications, such as pamphlets, posters, reports

Press Release

Formal events such as Breakfast, Brunch and luncheons

Programs - parent/child activities

Workshops

Exhibits

Open House

Personal Communication

Telephone Calls

(D)

SUGGESTED IDEAS FOR GETTING
PARENTS INVOLVED IN THE FOLLOW THROUGH PROGRAM

Fall Orientation

Conferences

Field Trips

Open House

Classroom Project and activities

Book Fair

Volunteer Assistance

Telephone Coordinator

Resource File

Child-Parent Project

Questionnaires

Parent Opinion Survey

School Publicity

Workshops:

- Arts & Crafts
- Follow Through Curriculum
- Consumer Education
- Health & Nutrition
- Leadership
- Home Improvement
- Civil Defense
- Behavior Problem of your child
- Parent Grade level
- Rap Session-Parent Reactions

(E)

FOLLOW THROUGH

Job Description

Eight Week Parent Assistant

QUALIFICATIONS

1. Child in Program (preference to low-income parents)
2. P.A.C. Approval
3. Open to re-employment after eight-week period, if recommended. (Parent Assistant asked to stay on after an eight-week period will be notified in writing from the Follow Through Cabinet.)

RESPONSIBILITIES

1. Complete all orientation and training requirements including quizzes and any other assignments.
2. Responsible for teaching handwriting and spelling, or reading; also tutoring and other duties as assigned by the lead teacher.
3. Beginning work at 8:20 a.m. until after 3:00 p.m. (includes 55-minute duty-free lunch period.)
4. Continually accepting periodic evaluation of teaching effectiveness according to Behavior Analysis approved criteria by the Parent Trainer, Lead Teacher, or other members of the Follow Through Cabinet.
5. Attend all in-service workshops and meetings.
6. Support P.A.C. by attending P.A.C. meetings and functions.
7. Responsible for supervising students at their designated lunch time.
8. Participate in team planning sessions and share responsibility for token exchange and back-up activities.
9. Follow all personnel procedures as outlined in the Follow Through Handbook
10. Directly responsible to the Parent Trainer.

FOLLOW THROUGH

Job Description

Full-Year Parent Assistant

QUALIFICATIONS

1. Child in Program (preference to low-income parents)
2. P.A.C. Approval
3. Full-year Parent Assistants are selected based on their competence in using the Behavior Analysis materials, work record, enthusiasm, and P.A.C. participation.

RESPONSIBILITIES

1. Responsible for teaching handwriting and spelling, or reading; also tutoring and sharing other classroom scheduling responsibilities under the supervision of the lead teacher.
2. Beginning work at 8:20 a.m. and leaving after 3:00 p.m. (includes a 55-minute duty-free lunch period.)
3. Continually accept periodic evaluations of teaching effectiveness according to Behavior Analysis approved criteria by the Parent Trainer, Lead Teacher, or other members of the Follow Through Cabinet.
4. Attend all inservice workshops and meetings.
5. Support P.A.C. by attend P.A.C. meetings and functions.
6. Responsible for supervising students at their designated lunch time.
7. Participate in team planning sessions and share responsibility for token exchanges and back-up activities.
8. Demonstrate excellent ability to implement the sponsor's model.
9. Follow all personnel procedures as outlined in the Follow Through Handbook.
10. Directly responsible to the Parent Trainer.

(G)

31

FOLLOW THROUGH

Job Description

Teacher Aide

QUALIFICATIONS

1. Minimum of 30 semester hours of college credit (approximately one year of college of training) from an accredited institution of higher learning as defined by the Illinois Office of Education.

2. Child in Program (preference to low-income parents with child in program).

3. P.A.C. approval.

4. Stated willingness to implement Sponsor's model, including the Token System, individualized instruction, four teachers teaching simultaneously, discipline procedures and "earn and spend" period.

RESPONSIBILITIES

1. Teaching at least one major academic area, usually mathematics, and sharing other classroom scheduling responsibilities under the supervision of the lead teacher.

2. Beginning work at 8:20 a.m. leaving at 3:00 p.m. (includes 55 minute duty-free lunch period.) Planning sessions will be scheduled periodically for benefit of teaching team. Teacher Aide will be paid for participating in the sessions and will be notified in advance of the sessions.

3. Accepting periodic evaluation of teaching effectiveness according to Behavior Analysis approved criteria by Teacher Aide Trainer, Lead Teacher, or any member of the Follow Through Cabinet.

4. Assisting in data collection and the completion of forms.

5. Attending regular planning meetings and workshops with teaching staff, teacher aides, Teacher Aide Trainer, and/or Program Coordinator.

6. Planning with the Teacher Aide Trainer for implementation of the Program.

7. Participate in team planning sessions and share responsibility for token exchange or contracting back-up activities.

8. Planning and presenting ten minute math presentations during "earn" period.

Job Description

Teacher Aide-contd.

RESPONSIBILITIES (contd.)

9. In the absence of a Parent Assistant in your classroom, Teacher Aide is responsible for taking students to lunch.

10. Follow all personnel procedures as outlined in the Follow Through Handbook.

11. Support P.A.C. by attending P.A.C. Meetings and functions.

12. Directly responsible to the Teacher Aide Trainer.

(H)

33

TO: _____

FROM: The Follow Through Cabinet

RE: TRAINING STIPEND

DATE:

Please know that during your training period your rate of pay will be $15.00 per day for each day you spend in training. However, you will receive that money after all training requirements have been completed and you have worked for ten(10) days in an assigned classroom at the time that the next payroll is computed. (For example, if you have worked only eight (8) days in an assigned classroom when it is time for the payroll to be computed, you will not receive the money until the following payroll period is computed.)

You will be placed on the District #60 payroll at your regular paraprofessional rate on the first day that you are assigned to work in a classroom after your training is completed.

Attached is a copy of the payroll cut-off dates in order for you to be familiar with the District #60 payroll periods.

I have read and do understand the above.

_____ _____

DATE SIGNATURE